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HQ, Eighth United States Army
Yongsan, Korea
022330(I) MAR 07

EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)

References:

- a. Army Regulation 600-20, Army Command Policy, Chapter 8, dated 1 Jun 06.
- b. USFK Regulation 600-20, Sexual Assault Prevention and Response Program, dated 08 Aug 05.
- c. Eighth United States Army Command Policy Letter #10, Sexual Assault Prevention and Response, dated 08 Jan 07.
- d. USFK Command Policy Letter #10, Sexual Assault Prevention and Response, dated 28 May 06.

Time Zone: INDIA.

Task Organization: No Change.

1. SITUATION. Sexual assault is a crime that violates basic human dignity and the standards of decency that we are sworn to uphold and protect. The Eighth United States Army (Eighth Army) Commander believes that leadership involvement and training are keys to preventing sexual assault. He expects leaders to ensure that all victims are treated with fairness, dignity, respect, and compassion. Commanders should ensure that victims and all members of their units are provided the required Sexual Assault Prevention and Response (SAPR) training and are aware of their rights, reporting options, and the resources available for support.

AR 600-20, Chapter 8, requires each Army Battalion (BN) level unit to assign (2) trained Sexual Assault Unit Victim Advocates (UVA) and each Brigade (BDE) or higher unit to assign (1) trained Deployable Sexual Assault Response Coordinator (DSARC).

USFK Regulation 600-20 requires the following two echelons of sexual assault victim advocates to support the Army in Korea (AK) Garrison SAPR Program: IMCOM-K through their Area Sexual Assault Response Coordinators (SARC), are responsible for the coordination and local implementation of the garrison SAPR Program in each respective area and works directly with their Area Commander, their Area Sexual Assault First Responder Group (SAFRG) members, IMCOM-K SAPR Program Manager

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and Trainer, and Eighth Army's SAPR Executive Agent (EO Office). The Area SARC's are supported by the Eighth Army MSC and IMCOM-K UVAs, to provide the victim advocacy support for victims of sexual assault.

When assigned a case by an Area SARC, the UVA provides crisis intervention, referral, and ongoing non clinical support to active duty service members who are victims of sexual assault. At the request of the victim, the UVA will accompany the victim, during the investigative interviews and medical examinations and any other case related support. The UVA must be available immediately when on call and released from duties that will interfere with the victim's support when assigned a case by the Area SARC. Note: A UVA cannot serve as a victim advocate for a victim within their organization.

UVAs assist BN and Subordinate Commanders in Sexual Assault Prevention and Response Training. They serve as a Subject Matter Expert (SME) and a resource for the Semi-Annual Unit Level training, Holiday and Safety Briefings, Prevention Planning and Pre and Re-Deployment Plans and Briefings. They track the Company (CO)/Battery (BTRY) Level training and report BN Level training and UVA personnel status to the BDE or Higher Level DSARC.

The MSC DSARC serves as the primary point of contact for each BDE or Higher unit to Eighth Army's Executive Agent office. The DSARC serves as the BDE Level and Higher Subject Matter Experts (SME) and trainers for MSC Brigade and Higher Commanders and provide assistance to their BN/CO/BTRY Commanders. They assist their Commanders in the Semi-Annual Unit Level Training, Holiday and Safety Briefings, Senior Level training, Prevention Planning and Pre and Re-Deployment Plans and Briefings. They track the BN Level training and report BDE Level training and BDE and Higher UVA personnel status to the Eighth Army SAPR Executive Agent (EO Office).

MSC and IMCOM-K DSARC's maintain their SARC training proficiencies through the quarterly refresher / sustainment training conducted by the Area SARC's for both the DSARC's and UVAs. They assist and liaison with Area SARC's when a specific concern needs to be addressed with one of their UVAs.

In a Deployed environment, there are two echelons of victim advocates: The DSARC assumes the duties of the Area SARC while deployed, and works directly with the Commander of the deployed element, the MSC UVAs, and the SAFRG members and victims of sexual assault. The DSARC is overall responsible for victim advocacy during the deployment. All case files will be turned over to each respective Area SARC upon return to garrison.

The UVA works directly with the DSARC and victims of sexual assault. The support responsibilities are the same as they are in garrison to both the DSARC in lieu of the Area SARC, and to their BN and Subordinate Commanders.

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The 40 hour UVA certification training is a Pre-requisite for the DSARC course. The DSARC Certification Course is taught in a separate 8 hour training block the week following the UVA Course. DSARC training consists of a mixture of lecture, individual and group exercises, videos, book readings and role-playing. Supplies needed for the course requires the student to bring a Data Stick and notebook binder. Course Modules and handouts will be passed out by IMCOM-K.

The objective of the training course is to provide a DSARC with an introduction to essential information, processes, and resources. The DSARC Course is comprised of the following modules: Module 1 – Course Administration and Orientation; Module 2 – DSARC Role and Responsibilities; Module 3 – UVA Oversight; Module 4 – Case Management Skills; Module 5 – Management Skills; and Module 6 – Garrison DSARC Role and Responsibilities.

This will enable the DSARC to assist the Brigade or Higher Commanders in running the SAPR Program, managing the UVAs, assisting victims of sexual assault in a Deployed environment in the absence of a UVA, and managing the SAPR Program and serving as the SARC in a Deployed environment.

2. MISSION. Eighth Army provides personnel to attend DSARC training on 16 MAY 07 at Yongsan Garrison, Building 1565, 2nd floor, IMCOM-K Conference Room, IOT provide trained personnel to support the Eighth Army SAPR Program and meet USFK Reg 600-20 and AR 600-20 requirements.

3. EXECUTION.

Commander's Intent. Purpose: To ensure the prevention and eventual elimination of Sexual Assault. To prepare DSARCs to assist Commanders and Leaders in ensuring that all victims are treated with fairness, dignity, respect, and compassion; that victims and all members of their units are aware of their rights, reporting options, and resources available for their support.

Key Tasks:

- MSCs identify and submit names to Eighth Army SAPR Program Executive Agent (EO Office) NLT 06 APR 07 to attend DSARC training on 16 MAY 07, IAW USFK 600-20 and AR 600-20.
- MSCs ensure they have (1) trained and assigned BDE and higher DSARC.
- Each MSC must prioritize their allocations to BDEs that do not have (1) MSC DSARC IAW Eighth Army's DSARC and UVA tracker. This includes Brigades that are projected to lose their DSARC prior to the next course.

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- Commanders who nominate DSARCs to attend the course must pre-screen and interview their candidates prior to submitting their nomination packets to ensure they meet the criteria. (3.c.6 &7)
- Commanders must sign additional duty orders as part of the nomination packet that will be valid upon their candidate's successful completion of the background check and the UVA and DSARC Course. Any personnel who don't have their additional duty orders submitted or background checks completed prior to the course will be dismissed from the class by the Eighth Army SAPR Executive Agent (EO Office). (Annex F)
- Commanders must ensure their nominees will be available to attend the entire course. Missing any training will result in non-certification and dismissal from the course. (3.c.7a &10)

End State: All Eighth Army BDE or higher units have (1) assigned and trained DSARC.

a. Concept of operations. IMCOM-K will host the DSARC Training Course #6, 16 MAY 07, 0830 to 1730 hours. Each MSC will submit the name of the Soldier or civilian to attend this training based on their allocations. The MSC must forward a completed and signed packet to Eighth Army SAPR Program Executive Agent (EO Office) NLT 06 APR 07.

b. Tasks to subordinate units.

- (1) 2ID: Provide one (1) Soldier or civilian to attend DSARC training on 16 MAY 07.
- (2) 18th MEDCOM: Provide one (1) Soldier or civilian to attend DSARC training on 16 MAY 07.
- (3) 35th ADA BDE: Provide one (1) Soldier or civilian to attend DSARC training on 16 MAY 07.

c. Coordinating instructions.

- (1) All Eighth Army MSCs specified in para 3b identify Soldiers or civilians to attend DSARC Training Course on 16 MAY 07 IAW stated allocation.
- (2) Each MSC assign a minimum of one trained DSARC at BDE or higher.
- (3) Provide completed Sexual Assault DSARC Data Forms (Annexes B, C, D, E and F w/ Signatures) to RabsattGD@korea.army.mil and tony.traylor@korea.army.mil, NLT 06 APR 07.

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(4) Maintain a roster of all trained Sexual Assault DSARCs IAW the Eighth Army DSARC / UVA Tracker.

(5) Eighth Army SAPR Executive Agent (EO Office) will request a background check for all attendees. Units will no longer request background checks on their personnel, however, Commander's interview candidates prior to selecting their nominations.

(a) Background checks include Criminal (Local & CONUS), Drugs and Alcohol, and Family Advocacy. Any history of involvement in domestic violence, child abuse, and sexual assault (rape, sodomy, indecent assault, to include attempts) disqualifies a person from attending. Any history of involvement with alcohol/substance abuse within the past 5 years disqualifies an individual from attending UVA Training or to be certified as a UVA IAW USFK 600-20 and Eighth Army Supplement AR 600-20.

(b) Units that submit personnel who do not qualify or do not turn in names by 06 APR 07 will lose their allocations due to time restrictions for conducting background checks.

(c) All Army students attending the DSARC and UVA Certification Courses will be cleared by Eighth Army SAPR Program Executive Agent (EO Office) prior to attendance.

(6) Commanders should select personnel who have a desire to be a DSARC. Prior to selecting an individual to attend training, commanders must pre-screen their personnel. The commander must interview the potential course candidate and determine if he or she is a good fit for a DSARC. This interview may disclose whether the individual has any history of involvement in domestic violence, child abuse, sexual assault (rape, sodomy, indecent assault, to include attempts) or alcohol/ substance abuse which would disqualify them. Commanders who conduct interviews with their personnel will save resources and time by pre-qualifying the personnel prior to the background checks being conducted by the Eighth Army SAPR Program Executive Agent (EO Office).

(7) Commanders must use the following criteria when selecting personnel for training as a Sexual Assault DSARC:

(a) A DSARC must attend and complete the USFK 40 hour UVA certification course as a pre-requisite and attend the IMCOM-K 8 hour DSARC certification course.

(b) A DSARC must be a qualified officer (CW3/MAJ or higher), senior NCO (SFC or higher), or DA civilian (GS-11 or higher). Officers and NCOs that do meet the grade/rank requirement by the completion of the course are not eligible. If a nominee

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will be promoted after the nomination packet is turned in, but prior to completion of the course, promotion orders must be included with the nomination packet.

(c) Equal Opportunity Advisors (EOA) are not eligible to serve as a UVA but may attend the training as a prerequisite for DSARC training or for situational awareness if allocations permit. Equal Opportunity Representatives (EOR) are not eligible for selection as a UVA or DSARC and will not attend training.

(d) Upon graduation from the UVA Training Course, selected personnel must have 6 months or more remaining in Korea.

(e) Selected personnel must be mature and have demonstrated they possess sound judgment.

(f) Selected personnel must be available to attend refresher / sustainment training from Area SARCs on a quarterly and annual basis, following selection.

(8) Uniform for military personnel is appropriate civilian clothes (civilian business casual, no sweat suits, or sneakers) or Duty uniform (ACU/BDU).

(9) Supplies Needed: Required to bring a Data Stick and notebook binder. Course Modules and handouts will be passed out by IMCOM-K.

(10) Missing any training will result in non-certification.

4. SERVICE SUPPORT.

- a. All cost incurred by attendee's command.
- b. Lodging (Yongsan): Coordinated by attendee's command. (See Annex A)
- c. Roundtrip Transportation: Coordinated by attendee's command.
- d. MSCs will coordinate all attendees travel arrangements to ensure adequate transportation and lodging is available if required.

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5. COMMAND AND SIGNAL. POC is the Eighth Army SAPR Executive Agent (EO Office) at 723-8524/8446, Cell #: 011-9250-0738 or e-mail: tony.traylor@korea.army.mil.

ACKNOWLEDGE: Direct coordination with the POC is required.

VALCOURT
LTG

OFFICIAL:
//Original signed//
CHAE
G3

ANNEXES:
A - Training Course Details
B - Release of Information Form
C- DSARC Data Form
D- DSARC Statement of Understanding
E- DSARC Supervisor Statement of Understanding
F- Example Copy of Appointment Order for DSARC

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ANNEX A to EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)

**DSARC Training Course
Details**

Name of Course: Deployable Sexual Assault Response Coordinator (DSARC) Certification Training Course

Length of Course: 8 hours

Student Attendance Support: The student's command is responsible for lodging if necessary and round-trip transportation funding.

Course Location: Yongsan Garrison, Building 1565, 2nd floor, IMCOM-K Conference Room

Course Date/Time: Monday, 16 MAY 07, 0830-1730 hours (Missing any training will result in non-certification)

Course Cost: None

Lodging: The Walker Center, Bldg 7003S, South Post next to the Fire Station, The Religious Retreat Center, Yongsan Korea, or Yongsan Sports Billeting.

- Military – Free at The Walker Center and Religious Retreat Center with prior registration/notification.

Course Uniform: Uniform for military personnel is civilian business casual (no sweat suits or sneakers) or Duty uniform (ACU/BDU).

Supplies Needed: Required to bring a Data Stick and a notebook. Course Modules and handouts will be passed out by IMCOM-K.

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DSARC Training Course Curriculum

Course Description: The DSARC Course is eight hours of certification training. The 40 hour UVA Certification Training is a prerequisite. DSARC Certification Training consists of a mixture of lecture, individual and group exercises, videos, book readings and role-playing.

Objective:

To provide DSARCs with an introduction to essential information, processes, and resources. This will enable the DSARC to assist the Brigade or higher Commander in running the SAPR Program, managing UVAs, and assisting victims of SA.

The DSARC Course is comprised of the following modules:

- Module 1 – Course Administration and Orientation provides students with classroom administration and rules and an overview of the course.
- Module 2 – DSARC Role and Responsibilities:
 - Victims reporting options
 - Case Number Management
 - Command Relationships
 - Conflicts of Interest
 - Working with Command
 - Small Group Discussion
- Module 3 – UVA Oversight:
 - DSARC / UVA Relationships
 - Reporting to the DSARC
 - UVA / DSARC Command related concerns
 - UVA Selection and Screening
 - Video
 - Oversight of Advocates' Cases
 - Continuity of Care
 - Protecting the UVA and Vicarious Trauma
 - Advocate Recognition
 - Small Group Discussion
- Module 4 – Case Management Skills:
 - Defining Case Management
 - Sexual Assault Review Board (SARB)
 - DSARC's Role on the SARB
 - Challenges implementing the SARB
 - Small Group Discussion
- Module 5 – Management Skills:
 - Documentation and Data Collection

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- Maintaining Sexual Assault Case Files
 - Training Data
 - Sexual Assault First Responders (SAFR)
 - DSARC Training Requirements
 - Learning Scenario
 - Building Liaisons
 - Marketing the Program
 - Evaluating the Program
 - Small Group Discussion / Role Play
- Module 6 – Garrison DSARC Role and Responsibilities:
- Training
 - Administrative Tracking and Reporting

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ANNEX B to EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)

**DSARC
RELEASE OF INFORMATION FORM**

*******PRIVACY ACT STATEMENT*******

AUTHORITY: 10 U.S. Code 3012

PRINCIPAL PURPOSE: To obtain data for Military Police Records, U.S. Criminal Records Check (CRC), Defense Central Index of Investigations (DCII) Registry Review, Central Registry Check for spouse and/or child abuse, local Community Counseling Check for drug and/or alcohol abuse, 121st General Hospital and 51st Medical Group Mental Health.

ROUTINE USE: Information will be used only by the USFK Sexual Assault Prevention and Response Program Manager and personnel from Law Enforcement, Military Criminal Investigation Organizations, Air Force Life Skills Support Center, Army Social Work Service, and Family Advocacy Programs.

DISCLOSURE: **VOLUNTARY**. Failure to disclose required information will prevent acceptance as a UVA.

Have you ever been arrested for an assault or charged with an offense involving a child, a sex crime, and/or a drug/alcohol related violation? YES ____ NO ____

Have you ever been evaluated for child abuse (include physical, emotional, or sexual abuse and neglect)? YES ____ NO ____

Are you currently under investigation for any complaints? YES ____ NO ____

If you answered YES to any of the above questions, please explain.

I understand I must have a background check as a condition for acceptance into the UVA Training Course. Derogatory background checks will result in non-acceptance into the UVA Training Course. I also understand that I have a right to obtain a copy of the background check report.

NAME: Last: _____ First: _____ MI: _____

SSN #: _____ MAIDEN NAME OR ALIAS: _____

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DATE OF BIRTH: (mm/dd/yyyy) ____/____/____

PLACE OF BIRTH:

(Include City, State-if applicable, and Country)

UNIT OF ASSIGNMENT/ADDRESS:

DATE YOU ARRIVED IN KOREA: ____/____/____ (mm/dd/yyyy) DEROS:
____/____/____ (mm/dd/yyyy)

SIGNATURE: _____ DATE: (mm/dd/yyyy)
____/____/____

Enclosure 2

(AS OF 27 FEB 07)

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ANNEX C to EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)

DSARC Training Course Data Form

1	NAME (Print):	LAST	FIRST	MI
2	RANK/GRADE:			
3	SSN:			
4	UNIT NAME: (CO/BN & BDE)			
5	UNIT ADDRESS:			
6	AREA LOCATION FOR UNIT (1,2,3,4,5,or 6,):			
7	PHONE NUMBERS			
	Work:			
	Home/Cell:			
8	EMAIL ADDRESS:			
9	DATE OF ARRIVAL IN KOREA:			
10	DEROS:			
11	COMMANDER'S NAME:			
	PHONE NUMBER:			
	EMAIL ADDRESS:			
13	1SG'S NAME:			
	PHONE NUMBER:			
	EMAIL ADDRESS:			
14	SENIOR COMMANDER'S NAME:			
	PHONE NUMBER:			
	EMAIL ADDRESS:			
15	Commander's Signature/Date _____			

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ANNEX D to EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)

DSARC

STATEMENT OF UNDERSTANDING

The undersigned has applied for a position as a **Deployable Sexual Assault Response Coordinator (DSARC)**. The undersigned acknowledges the following:

I, _____, understand that this is a volunteer position.

(Full Name)

I understand that this collateral duty may impact my military duty. (Initials) _____

I understand that as a DSARC I will handle confidential information of a personal nature. (Initials) _____

I understand and agree that it is my responsibility to keep all oral, written or electronic communications that include personal identifying information, reported by a victim to myself, unless the victim authorizes disclosure in writing. (Initials) _____

I understand that such communications are considered covered communications, and failure to keep all covered communications confidential will result in removal as a DSARC and may also result in discipline under the Uniform Code of Military Justice, loss of credentials, or other adverse personnel or administrative actions. (Initials) _____

Printed Full Name of Volunteer

Signature

Date Signed

AUTHORITY: Section 301 of Title 5 U.S.C. and Chapter 55 of Title 10

U.S.C.PRINCIPAL PURPOSE (S): Information on this form will be used to document elements of the sexual assault and/or reporting process and comply with the procedures set up to effectively manage the sexual assault prevention and response program.

ROUTINE USES (S): None

DISCLOSURE: Information on this form will be used to document elements of the sexual assault and/or reporting process and comply with the procedures set up to effectively manage the sexual assault prevention and response program.

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ANNEX E to EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)

**DSARC
Supervisor Statement of Understanding**

Since I am the supervisor of a Deployable Sexual Assault Response Coordinator (DSARC), I understand the Garrison DSARC roles and responsibilities and I will support them. (initials) _____

Since I am the supervisor of a Deployable Sexual Assault Response Coordinator (DSARC), I understand the DSARC roles and responsibilities during a deployment are the same as a SARC and I will support them. (initials) _____

During a deployment, I understand if the DSARC is out after duty hours on a case, the DSARC may not be able to report to work the following morning. (initials) _____

I understand I will be informed of any absences from the work center as soon as possible, and if the mission dictates the DSARC must report to work for normal duty hours, every effort will be made to afford them compensatory time as soon as possible after the event. (initials) _____

I understand the DSARC will not report any details of the case to me, nor will I ask them for any details. (initials) _____

If I should encounter any problems or concerns, I will contact the Eighth Army SAPR Program Executive Agent.
(initials) _____

Supervisor's Printed Name	Supervisor's Signature	Date
---------------------------	------------------------	------

Deployable Sexual Assault Response Coordinator's (DSARC) Printed Name

Deployable Sexual Assault Response Coordinator's (DSARC) Signature Date

AUTHORITY: Section 301 of Title 5 U.S.C. and Chapter 55 of Title 10 U.S.C.
PRINCIPAL PURPOSE (S): Information on this form will be used to document elements of the sexual assault and/or reporting process and comply with the procedures set up to effectively manage the sexual assault prevention and response program.
ROUTINE USES (S): None
DISCLOSURE: Information on this form will be used to document elements of the sexual assault and/or reporting process and comply with the procedures set up to effectively manage the sexual assault prevention and response program.

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ANNEX F to EIGHTH UNITED STATES ARMY OPORD 65-07 (Deployable Sexual Assault Response Coordinator (DSARC) Training Course #6)



DEPARTMENT OF THE ARMY
YOUR ORGANIZATION HEADING

REPLY TO
ATTENTION OF:

EXXX-D

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Deployable Sexual Assault Response Coordinator (DSARC)
Collateral/Additional Duty Appointment Order/Delegation Letter

1. Effective the graduation date from DSARC Certification Training Course, completion of UVA Certification Course and a successful background check, the following individual is appointed as a Deployable Sexual Assault Response Coordinator (DSARC).

RANK/GRADE:

NAME: (FIRST, MI, & LAST)

SSN:

UNIT: (CO/BTRY of BN of BDE/MSD NAME)

AREA: (I, II, III, or IV)

CAMP or LOCATION:

DUTY PHONE:

CELL PHONE:

E-MAIL ADDRESS:

UVA COURSE DATE:

DSARC COURSE DATE:

2. Authority:

- a. JTF-SAP-008
- b. AR 600-20, Chapter 8
- c. USFK 600-20

3. Purpose: To serve as the DSARC in both garrison and deployed SAPR Programs. To serve as a resource and subject matter expert for commanders and leaders in Sexual Assault prevention and training.

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4. Period: Until officially relieved or released from appointment.

5. Special Instructions:

a. Garrison:

1. Serve as the Advisor, Subject Matter Expert (SME) and resource for the BDE or higher Commander. Execute overall management of sexual assault awareness, prevention, and training for the BDE or higher Command. Execute the management, tracking and reporting of UVA Status and training for units within the BDE or higher MSC and provide to the Eighth Army SAPRP Executive Agent Office (EO Office).

2. Serve as the primary point of contact for the Eighth Army SAPR Program Executive Agent and a liaison for the Area SARC.

3. Assist the Brigade or higher MSC Commander and subordinate Commanders, and units in the prevention of Sexual Assault. Serve as a SME and resource to assist with the Semi-Annual Unit Training, Holiday and Safety Briefings, Prevention Planning and Pre and Re-Deployment Plans and Briefings.

b. Deployed:

1. Serve and take on all the responsibilities of a SARC during the deployment. The DSARC is overall responsible for victim advocacy during the deployment. All case files will be turned over to each respective Area SARC upon return to garrison.

2. Same as Garrison responsibilities 1, 2, and 3.

c. Appointee must meet the suspense for all required reports.

6. Information contained in this memorandum is subject to the Privacy Act of 1974, and will not be disclosed without the consent of the individual.

JANE D. DOE
COL, AD
Commanding

DISTRIBUTION

Eighth Army SAPRP Executive Agent
IMCOM-K SAPRP Trainer
Area SARC
Deployable SARC (DSARC), File
Battalion and Company/Battery, CDR File
Appointed DSARC File